



TEXAS DEPARTMENT OF LICENSING & REGULATION  
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**\*UNPAID\* INTERNSHIP POSTING**  
**Enforcement/ Prosecution Legal Assistant Intern**  
**Legal Assistant Intern**

**Posting: ENF-Legal Asst. Intern #06-22**

**Opening Date: 4/14/22**

**Closing Date: Until Filled**

**General Description**

The Legal Assistant Intern is selected and responsible to the Legal Assistant Manager and Legal Assistant Supervisor, and supports the Prosecution section, performing a variety of legal and administrative support duties designed to assist with caseload management. The Legal Assistant Intern position is designed to give participants exposure to the TDLR work environment, including opportunities to observe and assist in legal proceedings and assume some of the same responsibilities as our full-time personnel. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**Essential Duties**

- Drafts appropriate legal documents, including but not limited to notices of defaults, default orders, and cease and desist orders.
- Docket cases for administrative hearings. Assists the attorney and legal assistant in preparing for administrative hearings. Assists with organizing documentary evidence, and preparation of exhibits.
- May attend administrative hearing(s) with an attorney and legal assistant and assist as needed.
- Conducts Internet research as needed to secure identity, location, ownership and other background information about individuals, business entities, properties, and events.
- Shadow legal assistants in managing a high-volume caseload that includes cases under all the statutes administered by TDLR.
- May assist the General Counsel's Office on open records requests including gathering and compiling responsive documents and information.
- Performs additional tasks as assigned by supervisor. The Intern's duties and responsibilities may increase over time as mastery of skills and knowledge is attained.
- Performs duties in accordance with the Complaint Resolution Procedures Manual, the Enforcement Plan, and the Criminal Conviction Guidelines.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs other duties as assigned by the Legal Assistant Supervisor, Legal Assistant Manager and Director.

**Minimum Requirements:**

Graduation from a standard senior high school or equivalent. Currently enrolled and/or recently graduated from a Paralegal Studies Program. If currently enrolled, must have completed at least 75% of the required course curriculum.

**Remarks:**

Knowledge of legal practices and terminology, and understanding of basic legal concepts such as jurisdiction, notice, and due process. Knowledge in drafting legal documents and business correspondence using proper spelling, punctuation, sentence structure, and grammar. Knowledge and experience in using computers and other office equipment. Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook, proficient with e-mail, Internet; ability to use a computer to conduct Internet research and produce legal documents. Strong attention to detail and organizational capacity.

Intern application may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, Austin Texas 78711. Fax (512) 475-3377. E-mail [Human.Resources@tdlr.texas.gov](mailto:Human.Resources@tdlr.texas.gov). **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

**TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.*